

Special Education Administrator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. How do you maintain order among your students?
3. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
4. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
7. Describe a time when you successfully provided personal assistance to a coworker or patron.
8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
9. Tell me how you organize, plan, and prioritize your work.
10. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
11. Give me an example of when you thought outside of the box. How did it help your employer?
12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
13. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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14. Please share an experience in which you presented to a group. What was the situation and how did it go?

15. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

16. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

17. Share an experience when you applied new technology or information in your job. How did it help your company?

18. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

19. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

20. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?